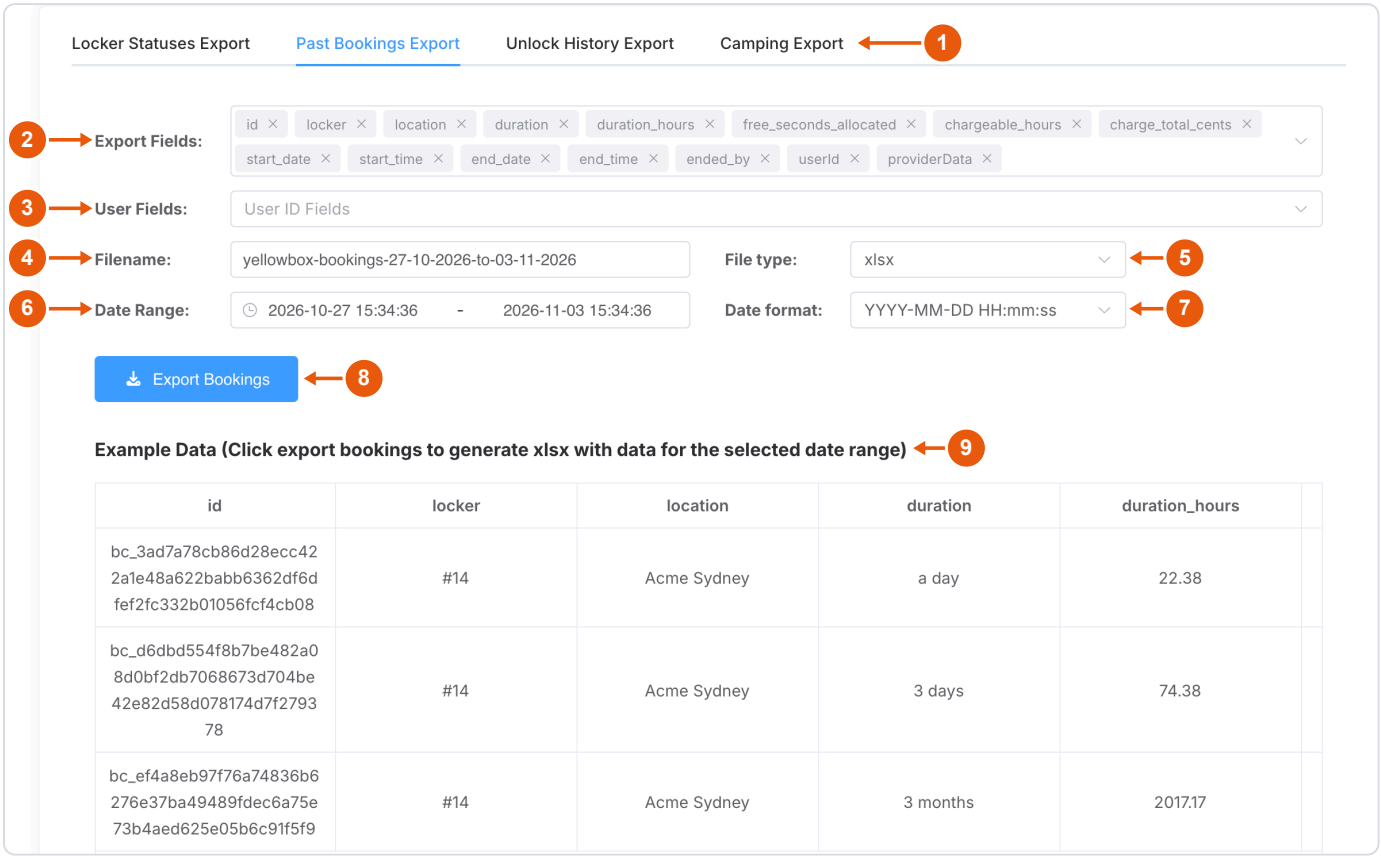
Data Export: Quick Guide

Yellowbox Partner Dashboard, sidebar > **Data Export**. Download your locker, booking and unlock records as a spreadsheet, choosing exactly which columns you get.

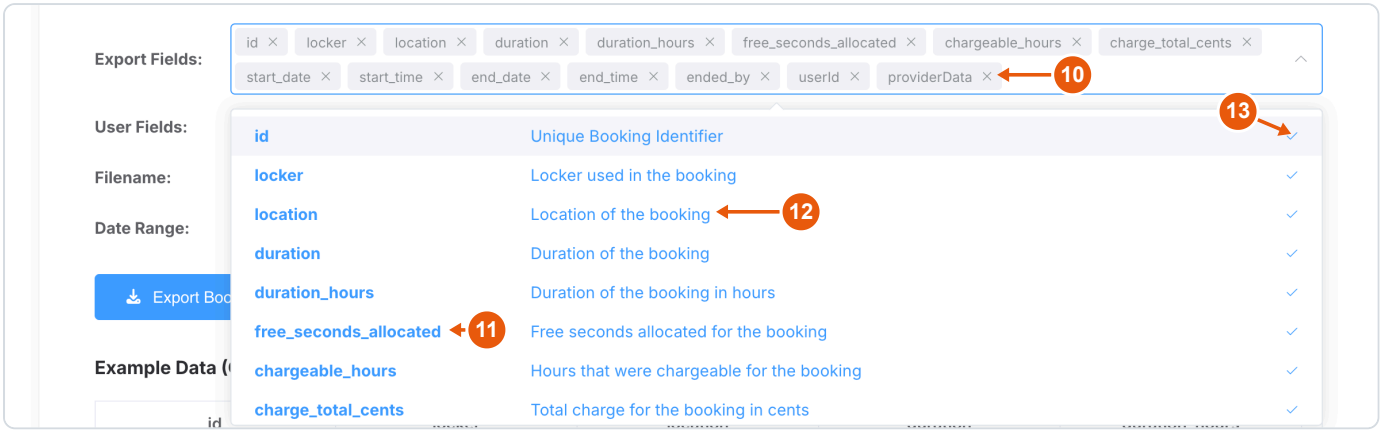
Make an export



1. Pick what to export: **Locker Statuses**, **Past Bookings** or **Unlock History**. **Camping Export** takes you to Manage Locations (see Tips).
2. **Export Fields**: the columns you will get. All are chosen to start with. Click the **x** on a field to drop it, or open the list to add it back (next page).
3. **User Fields**: add the person's *email*, *name* (displayName) or *phone number* as extra columns. These are not shown in the example table.
4. **Filename**: filled in for you from the export type and dates. Change it if you like.
5. **File type**: *xlsx* (Excel), *csv* or *txt*.
6. **Date Range**: the period to export, down to the time. Shortcuts include *Last week*, *Last month*, *Last 3 months*, *This Year* and *Last Year*.
7. **Date format**: how dates appear in the file, for example *DD/MM/YYYY* or *YYYY-MM-DD HH:mm:ss* (with the time).
8. The **Export** button downloads the file. It stays grey until at least one field is chosen.
9. **Example Data**: a preview of the first rows with the columns you chose, so you can check before you download.

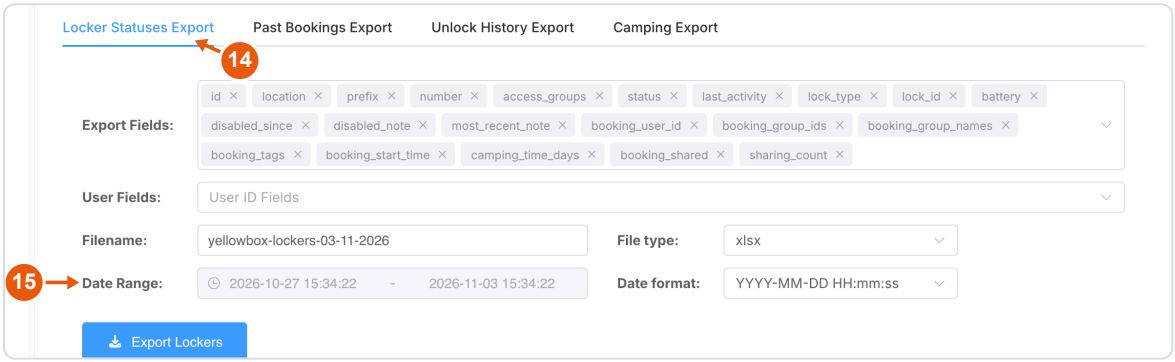
What each field means

Open the **Export Fields** list to see a short description of every field.



10. Click the **x** on a field to leave it out of the file.
11. The field name, as it appears at the top of the column in the file.
12. What the field contains.
13. A tick means the field is included. Click a row to add or remove it.

Locker Statuses: a snapshot of right now



14. **Locker Statuses Export** lists every locker as it is now: who has it, its lock and battery, and any notes.
15. The **Date Range** is greyed out here, because a snapshot has no period.

What each export contains

Export	One row per	Main fields
Locker Statuses	Locker, as it is now	Location, locker number and prefix, access groups, status, last activity, lock type and battery, when and why it was disabled, latest note, who has it booked (user, groups, booking type such as permanent, PIN or parcel), when the booking started, days held ("camping" time), and whether it is shared.
Past Bookings	Booking in the date range	Locker, location, duration (also in hours), free time given, chargeable hours and charge, start and end date and time, how it ended (for example "admin ... via Partner Dashboard"), user ID and sign-in provider.
Unlock History	Locker opening in the date range	Locker, location, date and time, how it was opened (for example card reader, app or dashboard), user ID, and whether the person was an admin or manager. Opens by cleaners are left out.

Personal information: User Fields add people's emails, names and phone numbers to the file. Only add them when you need them, and store the file securely.

Tips

- **"You have the same start-date and end-date"**: the start and end of the date range are identical. Pick a longer range.
- **"No data found for the selected date range"**: nothing happened in that period at your locations. Widen the range.
- **Camping Export** opens **Manage Locations** in its utilisation view, which shows lockers held for a long time.
- **Want charts instead of raw records?** Use the **Reporting** page.
- **Can't see Data Export?** It is a permission your organisation admin turns on for your role on the **Manager Access** page.

Screenshots use sample data.